

COMMISSIONERS' BUSINESS MEETING: SUMMARY MINUTES

27-May-2008		
Agenda		
1. Introduction		The Chair welcomed those present and noted apologies.
2. Minutes of meeting held on 1 April 2008 and matters arising		Commissioners agreed the minutes of the previous business meeting.
	Draft Protocols	Commissioners noted and agreed proposed changes to the protocols governing internal and external engagement.
	2008/09 Risk Register	Commissioners agreed a number of amendments to the 2008/09 Risk Register.
	2008/09 T&D Plan	Commissioners considered the draft T&D plan and suggested a number of topics to be covered at refresher training on 1 July. It was suggested that Dr John Kremer might be invited to a future business meeting to provide an overview of relevant Industrial Tribunal cases and of key developments.
	Final Review 2007/08 Business Objectives	Commissioners noted the final review of progress against the 2007/08 objectives / targets.
3. Update on senior competitions	Recent Senior Competitions	Commissioners shared their experiences of chairing recent SCS competitions and considered and agreed a number of revisions to the Chairperson's checklist.
5. Audit	Attracting Candidates Audit	It was agreed that a meeting to discuss the Attracting Candidates Audit would be held on 24 June.
	2008/09 Audit Programme	It was noted that Secretariat, NICS and auditors met to discuss the 2008/09 audit programme and to agree an approach to the Communication Processes Audit.
	Protocol for consulting Commissioners during audits	The Protocol for consulting Commissioners during audits was agreed.
	Selection Processes Audit	Commissioners noted that a final version of the audit report should issue, and agreed that a meeting to discuss it should be arranged with NICS.
	Commissioners' audit of SCS Approvals	The four-stage process of approval was discussed and Commissioners were reminded of the issues to bear in mind.
6. Code of Ethics	Code of Ethics Cases	Commissioners noted receipt of legal advice relating to a request under the Code of Ethics.
7. Equality duties	Equality Scheme Implementation Plan	Commissioners noted the updated Implementation Plan and agreed to accept 6 monthly updates on an exceptions basis.
	Outcome of equality consultation exercise	Commissioners noted the outcome of the consultation exercise.
	ECNI consultation on	Commissioners noted the ongoing ECNI public consultation and draft guidance.

	Sexual Orientation 2007/08 Annual Report	Commissioners noted that the first draft of the 2007/08 Annual Report was expected at the end June.
	Draft Constitutional Renewal Bill	Commissioners agreed to maintain a watching brief and include as an agenda item for the GB Commissioners meeting in October.
	Update on Data Handling	It was noted that the Secretariat was liaising with NIO/NICS to implement data handling procedures.
	Any other business Links meetings	Commissioners considered the key issues that arose from recent Links meetings and agreed to feed back during discussion with NICS.
	Future meetings / events	Commissioners noted dates of the forthcoming meetings.